

Non – Employed Teacher Renewal Instructions: If your credential has already expired you cannot use this process.

First you set up your Single Sign On account.

1. Once set up, you will see this screen. You want to click on Manage your Professional Development
2. This is the next screen to come up. You will click on the Professional Development tab on the left.
3. The next screen will show what you have due for renewal:
4. The first line you need to use is the “Apply To:” This is a critical step of the online renewal process. When you click on this drop down menu it will show your credential (either EEC–Experienced Educator Certification/or BEC–Beginner Educator Certificate, this is where you apply your 45 hours. The list also lists the different subject area’s you are certified for. ** - It is important that when you are applying your renewal information that you make sure you apply the correct amount of hours for each area: 30 hours per endorsement area.
5. You then will pick the type of activity you did
6. Then enter the Hours, Begin Date, End Date, Title of activity, the Provider, and if necessary a Description of what it was about. Once all the information is filled in you click “Submit”
7. Continue to enter your hours to cover all area’s renewing. The EIS system will track hours submitted and hours due for each area as you go.
8. You can enter your hours as you go along during your 3 year cycle. Then anytime after January of the year you are due to renew, you can complete the process by submitting your 3 year growth plan for the next cycle and if you have completed all your hours, you will be able to complete the renewal process, to pay with a credit card.

Testing Requirements:

All candidates for certification are required to submit to educational testing unless you meet the exemption requirements.

PRAXIS I: (or equivalent testing)

Praxis I is a basic skills test in Reading, Writing and Mathematics and is required for all educators who do not hold a Masters degree or do not meet one of the exemptions.

Testing Requirements continued...

PRAXIS II: (or equivalent testing)

Praxis II testing is content specific. It is required for Chemistry, Early Childhood Education, Earth/Space Science, Elementary Education, English/Language Arts, Life Science, Middle School English/Language Arts, Middle School Mathematics, Middle School Science, Middle School Social Studies, Physics, Secondary Mathematics, Social Studies and World Language (French, German and Spanish). It is required for all educators who do not hold a Masters degree or do not meet one of the exemptions.

EXEMPTION FROM PRAXIS 1: Ed 513.01(b) (July 2003)

- (1) a master’s degree or higher; or
- (2) seven or more years of educational experience under a credential issued by another state.

EXEMPTION FROM PRAXIS 2: Ed 513.01(c)(d)

- (1) a master’s degree or higher in the subject to be taught from a college or university accredited by a recognized national, regional, or state accrediting agency; or
- (2) seven or more years of educational experience in the subject area under a credential issued by another state.

A Master Degree does not exempt the PRAXIS 2 for Early Childhood Education or for Elementary Education.

Both the Basic Academic Skills - Praxis I and II requirements apply to all FIVE certification alternatives.

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New Hampshire Department of Education
Division of Program Support
Bureau of Credentialing
www.education.nh.gov

Teacher Certification Information

New Hampshire Department of Education
Division of Program Support
Bureau of Credentialing
101 Pleasant Street
Concord, NH 03301
Telephone: 603-271-2408
Fax Number: 603-271-4134

To apply online go to: <https://my.doe.nh.gov/myNHDOE/Login/Login.aspx>

If you are a current user of the Single Sign On system, log in using your current log in information.

SETTING UP YOUR ONLINE SINGLE SIGN ON ACCOUNT

If you are a new user follow these instructions to set up your online account.

1. Click on "Create New User Account" button
2. Click on "Yes I am a New Hampshire Educator" if you hold NH certification or Statement of Eligibility.
OR
3. Click on "No I am not a New Hampshire Educator"
4. Fill in your full legal name.
5. Fill in your Date of Birth – xx/xx/xxxx make sure you use the slashes.
6. Fill in your email address and confirm.
7. Fill in your user ID, usually first initial and last name works.
8. Develop a password you will remember, between 6 – 20 characters. you must use at least 2 different characters.
9. Pick a secret question
10. Fill in the answer
11. Fill in Town of Birth, **do not include the state**
12. Verify your user name
13. New Applicant choice comes up: click
14. Online Applications
15. Pick which application you are applying for.

This is your application process:

1. Follow the wizard to complete the application
2. Fill in your Social Security number and name and date of birth.
3. Fill in your mailing address
4. Fill in your phone and email information
5. Answer the questions
6. Pick the subject area's you are applying for.
7. Fill in your credit card information
8. Confirmation of completed application
9. Finish
10. EIS will show you your pending application

ALTERNATIVE 2: Ed 505.02

Applying for certification if you hold certification in another state:

Application – apply online
Payment of \$130.00 made with a credit card online.
Official applicable college transcripts* from all applicable college courses including transfer credits.
Copy of your current license
Copy of any testing you have completed
Employer verification of teaching experience including length of employment and assignment.
Current working resume

***Please note:** Official transcripts are accepted if sent directly from the college in a pdf format. Contact Lisa Landenberger at (603) 271-2409 or email Lisa.Landenberger@doe.nh.gov for information.

ALTERNATIVE 3: 505.03

Demonstrated Competencies and Equivalent Experiences

ALTERNATIVE 3A:

Alternative 3A is a written portfolio/oral review board process. The portfolio is written based on the New Hampshire regulations for certification.

ALTERNATIVE 3B

Alternative 3B is a process for certification for areas such as but not limited to School Psychologist and SAIF. It is used for those candidates who hold a national certification or have completed the ABCTE process for licensure.

ALTERNATIVE 3C

FOR ADMINISTRATIVE AREAS ONLY.

Alternative 3C is a transcript review for administrative certifications only.

Alternative 3 Application requirements:

Conferred Bachelors Degree
Application – apply online
Official College Transcripts from all applicable college courses including transfer credits.
Employer verification of a minimum of 3 months teaching experience
Current resume

ALTERNATIVE 4: Ed 505.04

Alternative 4 is for Critical Shortage, Business Administrator and Career and Technology Specialty Areas only.

If applying for a Career and Technical area (Vocational area) also include employer documentation of work experience on company letterhead as follows:

4 Years work experience - if you have no college degree. (if no college we will need a high school transcript or verification of a GED)

2 Years work experience - if you hold an Associate's degree or higher

ALTERNATIVE 5: Ed 505.05

Alternative 5 is for content areas only and requires 30 credits in the subject area being pursued and an overall Grade Point Average of 2.5 or higher.

Applying for an Alternative 4 or 5 Statement of Eligibility.

Conferred Bachelors Degree
Application – apply online
Fee of \$50.00 paid online with a credit card or a check made out to the Treasurer, State of New Hampshire
Official college transcripts from all applicable college courses including transfer credits.
Current resume